

General Rules - Allowable Costs

- Must be for activities in accordance with your current executed work program.
- Must be allowable under CDBG/HOME guidelines.
- Must be reasonable and necessary.
- Copies of original invoices.
- Statements, disconnect notices and bills listing “prior balance” are not acceptable
- Pay periods, utility bills, and health insurance bills covering a period only partially in the time frame of the contract must be pro-rated.
- All phone calls must relate directly to program activities.

General Rules - Unallowable Costs

- Sales tax is not allowable.
- Costs for phone calls that do not relate specifically to CDBG-funded program activities.
- Late fees, penalties or prior balances
- Invoices/costs not incurred within the contract period
- Costs of organized fundraising, including financial campaigns, solicitation of gifts and similar expenses incurred solely to raise capital or obtain contributions.
- Lobbying or political activities
- Advances and retainers for services to be rendered sometime in the future
- Entertainment
- Food items
- Contributions and donations by the organization to others